

HOW TO ADD “TO DOS” TO CALENDARS

Updated April 13, 2020



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RESOURCES
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HOW TO ADD “TO DOS” TO CALENDARS

STEP 1 Select the To-Dos icon.	STEP 2 Click Add to Calendar .
STEP 3 Allow Navigate to make changes to your calendar.	STEP 4 Select the calendar you would like to add the event/item to.

If you see the message **No Calendars Available** check your app permissions.

- For Android: **Settings > Apps > Navigate > Permissions > Verify that it is set to allowed**
- For Apple Devices: **Settings > Privacy > Calendars > Navigate > Verify that it is turned on**

On iOS at least, it creates a Navigate Student calendar if it doesn't already exist, but students can still save calendar events to calendar of their choice.

You can also check the permission settings of the calendar you are trying to use.

For advising assistance, please contact the Advising and Career Center or your faculty advisor directly at advisingcenter@uwp.edu or 262-595-2040.

For technical questions, please contact the Campus Technology Services Help Desk at servicedesk@uwp.edu or 262-595-2444.

